

FY-2007
Farmers Market Promotion Program (FMPP)
Application Package Checklist
and
Order of Required Documents

This application checklist is designed to provide you with a quick overview of the submission requirements for Farmers Market Promotion Program (FMPP) grant applications. Listed below are all of the documents and forms that need to be included in the application package, along with instruction on how to obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number if you do not already have one.

Please note that this information should only be used as supplemental guidance. Detailed information about the preparation of a FMPP grant proposal, along with instructions on how to submit a completed application package to AMS for funding consideration, are provided in the FMPP Guidelines document and Notice of Funds Availability (NOFA) for more information.

NOTE: Electronic applications will be accepted only via Grants.gov.

- _____ 1. [Form SF-424](#), “Application for Federal Assistance.” This form must be returned to AMS with an original signature.
- _____ 2. [Form SF-424A](#), “Budget Information – Non-Construction Programs.”
- _____ 3. [Form SF-424B](#), “Assurances – Non-Construction Programs.”
- _____ 4. **DUNS Number.** Did you remember to insert the DUNS number on the SF-424 form, “Application for Federal Assistance”? If you do not already have a DUNS number, you may acquire one at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or on-line at <http://fedgov.dnb.com/webform>.
- _____ 5. **Proposal Narrative.** Have you included each of the 9 sections required in the proposal narrative, as listed in the enclosed FMPP Guidelines document? Use the [FMPP Project Proposal Template for further assistance](#).
- _____ 6. [Supplemental Budget Summary](#). Have you included information about the budget categories listed on Form SF-424A to demonstrate that the budget is reasonable and adequate for the proposed work? Have you addressed personnel, travel, equipment, supplies, indirect costs, and contractual categories listed in the enclosed FMPP Guidelines and the Notice of Funds Availability (NOFA) document?

FY-2007
Farmers Market Promotion Program (FMPP)
Application Package Checklist
and
Order of Required Documents
Page 2

- _____ 7. **Evaluation Criteria.** Have you addressed each of the 8 evaluation criteria listed in the enclosed FMPP Guidelines and the Notice of Funds Availability (NOFA) document?
- _____ 8. **Supporting Documents.** Do you have letters of commitments from project participants and/or descriptions of their qualifications that you could include with the application package?

Once you've completed the required documents, please use this list to PLACE YOUR PAPERWORK IN THE PROPER ORDER FOR SUBMISSION.

- **Form SF-424**
- **Form SF-424A**
- **Form SF-424B**
- **Proposal Narrative**
- **Supplemental Budget Summary**
- **Supporting Documents**

Applications are to be mailed (by express mail) and must be postmarked by April 13, 2007.
Submit required materials to:

Mr. Errol Bragg, Associate Deputy Administrator
Marketing Services Branch, Transportation and Marketing Programs
Agricultural Marketing Service (AMS), USDA
1400 Independence Avenue, SW
Room 2646 South Building
Washington, D.C. 20250-0269
(202) 720-8317 Telephone